

Officer & Committee Responsibilities

Below is a list of the Starlight Quilters Guild offices and committees and a brief description of their respective duties. This information is provided to you for two reasons: (1) so that you will know whom to ask a question, and (2) so that when you volunteer for one of these positions you will understand the duties. More detailed job descriptions are available upon request and can be found on the guild's website.

PRESIDENT - Presides over monthly meetings and guides the guild officers in achieving the SQG Mission.

VICE PRESIDENT - Assists the President when needed; presides at meeting when President is absent; learns duties of President in preparation for office the following year.

SECRETARY – Records minutes at guild meetings and Board Meetings.

TREASURER - Issues checks for guild purchases/supplies, speaker contracts and other guild monetary responsibilities.

ASSISTANT TREASURER – Performs all duties of the Treasurer at guild and Board meetings in the absence of the Treasurer.

IMMEDIATE PAST PRESIDENT – Serves as a mentor to the President and provides a historical perspective for the guild.

DOOR PRIZES - Solicits donors for books, fabrics, patterns, quilting or sewing items.

GROUP PROJECT – Designs and coordinates guild involvement in a group project based on interest from the membership.

GUILD CHALLENGE – Selects a theme/idea for and organizes the annual Guild Challenge.

HISTORIAN - Accurately records and documents SQG activities, e.g. guild meetings, workshops, annual quilt show and challenge.

HOSPITALITY – Coordinates refreshments and recruits volunteers to staff the greeter's table for monthly meetings.

LIBRARIAN - Solicits donors for books; purchases books as authorized; organizes and tracks books in the SQG Library.

MEMBERSHIP – Coordinates membership renewals; keeps track of member names and addresses; publishes a directory.

NEWSLETTER - Publishes a monthly newsletter; sends issues to members via US mail/email; works with Website Designer.

OPPORTUNITY QUILT – Designs, facilitates quilt making and organizes the sale of tickets to win the Opportunity Quilt.

PROGRAMS & WORKSHOPS – Schedules speakers to present on a variety of topics for monthly programs; contacts teachers, reserves a room for workshops and promotes/coordinates Saturday workshops.

PROJECT LINUS – Promotes volunteerism and coordinates *Project Linus* as a community service project for guild members.

QUILT SHOW* – Organizes the annual Quilt Show.

WEBSITE – Maintains the website for the guild.

COMMUNICATIONS – Shares concerns, deaths, triumphs or helps and supports our quilt members.

*Denotes a 2-year term